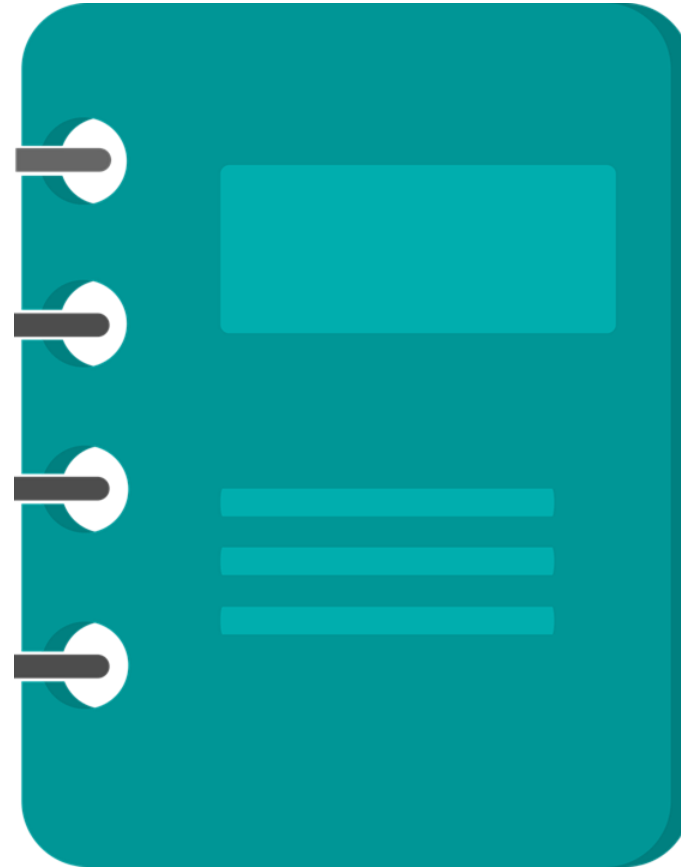# ACN Provider Orientation for SY2021-22

September 2021

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Agenda

→ Welcome & Housekeeping

→ ACN Overview & Program Policies

→ EnrollRI

→ Q&A

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ACN Overview

- The All Course Network (ACN) is a RIDE initiative designed to help LEAS offer academic and enrichment opportunities to their **K-12 students** outside of the traditional school day. Enriching experiences with supplemental coursework help students in myriad ways - get a head start on postsecondary success, master the skills required of a lifelong learner, develop social and emotional skills, and prepare for jobs in sectors critical to Rhode Island's future prosperity, to name a few.

- Courses are offered in person, virtually, or through a hybrid model from course "Providers." These providers can be Local Education Agencies (LEAs), Community-based organizations (CBOs), private colleges in Rhode Island, **public colleges through OPC* and municipalities*.**

- **Students pre-register for course selections on EnrollRI, RIDE's new student/family registration system.**

- A lottery was held in June for over-enrolled courses; registration has re-opened for fall, yearlong and spring courses and will remain open through the end of each course's add drop period.

**new to the ACN this year!

EnrollRI.org ACN Course Types

Work-Based Learning Courses

Hands-on learning with industry professionals

Earn High School Credit

Career Credential Courses

Results in industry recognized certificate or credential

Earn High School Credit

Dual Enrollment Courses

Courses offered by local colleges and universities

Earn High School *AND* College Credit

Advanced Placement Courses

College-level coursework culminates in AP exam

Earn High School *AND* College Credit

Enrichment Courses

A wide variety of courses to enrich a student's learning

No Credit Available

Face to Face

Blended

Fully Online

ACN Enrollment Process

➢ **Parent/Guardians** **pre-register for courses for** **K-8th Grade** **Students using EnrollRI.org.**

➢ **Students** **pre-register for their own courses if they will be in 9th-12th grade (including current 8th graders) for the 2021-22 school year using EnrollRI.org.**

➢ Students can **pre-register** for up to 6 courses each for the fall, spring and year-long sessions; however, each student can only **enroll** in up to the following credit-bearing courses per semester.
  - Fall: 2 courses
  - Spring: 2 courses
  - Year-long courses count as 1 course for Fall and Spring

ACN Updates

Weekly Update Emails:

- The ACN Team started summer weekly emails to support communication efforts and deadline reminders. We will continue this practice through the school year. Please let us know if anyone needs to be added to the contact list for these weekly communications.

Enrichment Course Approval:

- Enrichment programs for all grades no longer require school member approvals.

Dropping Students:

- Following multiple attempts at reaching students and families, providers have the capability to drop students from their roster during the Add/Drop period. Providers are responsible for dropping students at the end of the Add/Drop period if they are no-shows. **The ACN team does not do this.**

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ACN Updates Continued: Add/Drop Period & Rosters

- ***New this academic year – ALL courses, including Enrichment courses, have an Add/Drop period***

- The Add/Drop period will end **one week from the course start date**.

- At the close of the Add/Drop window course rosters will be frozen in EnrollRI, and no additional roster changes will be made.

- Students have the ability to withdraw from your course beyond the Add/Drop period.

Filling Your Roster(s)

- ***Remember: When students drop a course, their seat is automatically filled by the student at the top of the course waitlist.***

- Many Providers find it helpful to check in with students prior to the start of class to confirm continued interest. Students who are no longer interested or able to attend the class are encouraged to drop the course to make room for another student.

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Course Recruitment

Recruitment is a Provider responsibility.

- For credit-bearing courses, you can reach out to School Members to promote programs. You can find a school contact list on the ACN webpage under "Questions & Contact Information"
- You should be promoting online, reaching out to previous students, and other networks to publicize your course offerings.
- New this year, the ACN team is supporting network-wide recruitment through a video compilation of course offerings. If you would like to be a part of the video, please submit a 30-45 second clip by tomorrow, Friday September 10th. Submit your video clips here: https://drive.google.com/drive/folders/152WMfp3gkyLZ6JDQI2YSFSmXtttsc5Ej?usp=sharing

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Course Cancellations

- ***Course cancellations are strongly discouraged.***

- Course cancellations should not happen prior to the end of the add/drop period.

- Providers are responsible for making every effort to fill seats to avoid cancellations.

- Cancellations have significant ramifications for students (directly impact transcripts, schedules, credit planning, and possibly graduation options) and Providers (likelihood of future course approval is compromised)

- If a course must be cancelled:

  - Notify RIDE as soon as possible

  - Communicate with all enrolled students and families on official course roster within 48 hours of course cancellation

Payment Information

- Payments are based only on students enrolled through EnrollRI.org. If a student is not on your EnrollRI generated roster, they are not eligible for payment reimbursement.

- RIDE will base course payments on the student attendance data submitted in EnrollRI at the end of each payment period. Specifically, **for each student** in attendance at least 80%* of the time during each payment period, RIDE will pay the agreed upon per-pupil cost divided by the number of payment periods for the course. Payment will not be issued for students with less than 80% attendance during the pay period.

  - The fixed administrative cost payment will be included in the final Provider payment for all courses.
  - Maximum enrollment as noted in the MOA Appendix reflects the total possible sum of tuition paid to the Provider using the number of students approved and registered for the course on the last day of the Add/Drop period.

what constitutes as attendance is at the discretion of the Provider.

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Payment Information Cont.

ACN Course Timeframe	First Attendance Period Ends	Second Attendance Period Ends	Third Attendance Period Ends	Fourth Attendance Period Ends
Summer	July 15	August 15		
Fall	October 15	December 15		
Spring	March 15	May 15		
Yearlong	October 15	December 15	March 15	May 15

AY2122: **Timeline**

ACN Official Semesters *(Actual Course Start Dates Vary by Course)*

- September 1 – December 31: Fall ACN semester
- January 1 – May 30: Spring (2022) ACN semester
- September 1 – May 30: Yearlong ACN semester

Provider Office Hours

The ACN Team will be hosting biweekly office hours for the 2021-22 ACN Providers:

These will take place the 1st and 3rd Wednesday of each month from 10:30am-11:30am via Zoom. These are optional sessions, but will be available for any questions that may arise. Zoom links and registration reminder emails to follow.

First Office Hour: Wednesday, September 22nd 10:30am-11:30am

Zoom Link: https://us02web.zoom.us/j/81341117508?pwd=MFppMGJxZEZOdGxBeWRSS2tkdkZTdz09

EnrollRI Updates

- If there are any updates that need to be made for payment purposes (Address, Contact Person, etc.) this information needs to be sent to:
    - **Ocean State Procures**
- EnrollRI User Accounts are assigned to the ACN Point of Contact. ONE *additional* user account can be issued to a provider. Consider a generic email address like "acn@blackstonevalleyprep.org" or assign a designee. More than one user can access the system with the same account at the same time. Email HelpEnrollRI@ride.ri.gov if you need further assistance.

Questions?

- For ACN policies and procedures, please email ACN@ride.ri.gov

- For platform-related questions or support, please email HelpEnrollRI@ride.ri.gov

These inboxes are monitored on a daily basis by the team and will ensure streamlined communication and timely responses.

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